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RECORDS MANAGEMENT STAFF MEETING

([] Outline for Meeting at 2:45, Friday
8 May 1959)

1. Emphasis on Training and Development

a. On-the Job Training - []

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b. Work Shops -

2. Vital Records and Records Center Combined/

3. Shelf Filing

a. Reasons for Use

b. []

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4. Revolution in Office Work. How Automation
Is Taking Over.

5. Cost of Keeping Paper in Office Records Center

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